

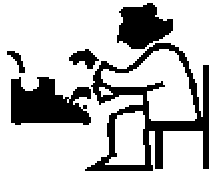
DCB CM/ECF Newsletter



United States Bankruptcy Court
Clerk of Court's Office

District of Columbia

WELCOME TO THE DCB CM/ECF MONTHLY NEWSLETTER



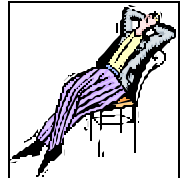
Please send me your CM/ECF questions... and Newsletter comments!!
Brenda
Ext. 112

The Clerk's Office is scheduled to implement the federal judiciary's new Case Management/Electronic Case Filing (CM/ECF) system in the first quarter of calendar year 2002 – approximately 12 months from now. In an effort to keep the entire office informed on what CM/ECF is, how it works, and most importantly, how it will impact each of us and the job we currently perform, we will be distributing a monthly *DCB CM/ECF Newsletter*.

As we learn more about the CM/ECF features and functions, we will use this Newsletter to share the information with the Clerk's Office. Hopefully this Newsletter will help us all become more familiar with CM/ECF and how it works.

The *DCB CM/ECF Newsletter* will be a tool to try to answer questions we have regarding the new system. If you have any specific questions or general areas of concern, please share them with me. I will research the answers and share them with the office via the Newsletter.

Thanks,
Brenda Esteves, Ext. 112



The goal of the Newsletter is to explore – not to bore.



WHAT IS CM/ECF?

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The basis for the Case Management/Electronic Case Filing (CM/ECF) system was the judiciary's need to change current case management applications, including BANCAP.

Coinciding with the judiciary's replacement of its legacy systems, advances in technology now make it possible to efficiently and securely transfer information electronically from attorneys' and trustees' offices to the Court. All case information will be accessible to certified users 24 hours a day, seven days a week.

CM/ECF supports the unique interests of different communities (courts, trustees, attorneys, and the public) while providing the same range of document processing capabilities to all. People filing bankruptcy documents can do so electronically over a network by using a standard Web browser. Documents submitted

electronically must be in Portable Document Format (PDF).

Internal users (the courts) will use the Data Communications Network (DCN) (the judiciary's private network) to access CM/ECF. External users (attorneys, trustees, and the public) will access it using the Internet. External interaction with CM/ECF occurs through: a Web browser, HTML forms that enable document attachments, and interactive software. The Web server application software collects the forms data, processes it, and forwards data and documents to a private server for storage.

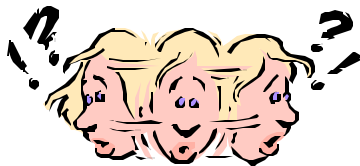
As byproducts of the filing, case management information is created and notices of filing are transmitted to case participants. Immediately upon filing, the case docket sheet and associated documents become available on-line to both the case participants and the public.

WHAT IS CM/ECF ? (CONT.)

For example, an attorney prepares a motion on her PC with her word processor of choice. She saves the document and "prints" it using Adobe's PDFWriter. Using her Web browser, she then connects to the U.S. Bankruptcy Court for the District of Columbia home page and "files" the motion. The attached PDF document is automatically forwarded to the Court's CM/ECF Web site. Once the data is validated by our staff, it is stored in the Court's CM/ECF database.

CM/ECF was first introduced as a prototype in the fall of 1996, and it has been used by other federal district and bankruptcy courts since late 1997 and early 1998. CM/ECF activity has steadily increased with more than 1,000 new cases and 15,000 additional entries each month.

The Administrative Office (AO) of US Courts has scheduled future CM/ECF installations and implementations in waves. Bankruptcy courts will begin using CM/ECF in the following waves. 1st wave (Mar 01): Vermont, Delaware, New Jersey, South Carolina, Iowa S., and Utah; 2nd wave (May 01): New Hampshire, Ohio N., Alaska, Montana, Oregon, and Colorado; and the 3rd wave: West Virginia N., Louisiana E., Wisconsin E., Wisconsin W., Arkansas, and South Dakota. Subsequent waves will be announced by the AO at a later date.



CM/ECF SYSTEMS TERMINOLOGY:

Document Attachment - A file linked to an e-mail message.

HTML - Hyper Text Markup Language used to create World Wide Web pages, with hyperlinks and markup for text formatting (different heading styles, bold, italic, numbered lists, insertion of images, etc.).

PDF - Portable Document Format. An imaged document created by Adobe Acrobat

WWW - World Wide Web. A hypermedia-based system for browsing Internet sites. It is named the Web because it is made of many sites linked together; users can travel from one site to another by clicking on hyperlinks.

Web Server - A server on the Internet that holds World Wide Web documents and makes them available for viewing by remote browsers.

Web Browser - A program such as Netscape or Internet Explorer used to view pages on the World Wide Web.

Courts currently using CM/ECF:

Bankruptcy Courts:

- * Arizona
- * Southern District of California
- * Northern District of Georgia
- * Southern District of New York
- * Eastern District of Virginia

District Courts:

- * Western District of Missouri
- * Eastern District of New York
- * Northern District of Ohio
- * Oregon

BASIC CM/ECF RESOURCES

The following Intranet sites provide additional information on CM/ECF:

CM/ECF Home Page - <http://156.119.80.10/it/ecf/index.html>

Frequently Asked Questions (FAQs) - http://156.119.80.10/it/ecf/ecf_faqs.html

TASK FORCE FORMING TO PLAN FOR CM/ECF IN 1ST QUARTER 2002 IMPLEMENTATION



A DCB CM/ECF Task Force is forming to plan and coordinate a smooth transition from our current system to CM/ECF. All are welcome and encouraged to participate. We will meet monthly, or more often as needed.

If you are interested in being part of the team, please let me know by January 31. Our first meeting will be held in February.

Expected Benefits of CM/ECF for :

the Clerk's Office:

- * Immediate docket entries
- * Immediate local or remote access from any location
- * No searching or waiting for files
- * No misplaced documents or files

Attorneys & the Public:

- * No couriers, no post offices
- * Immediate Internet access from any location
- * Easy notice to other counsel
- * Immediate and up-to-the-minute reports and data
- * 24-hour/7-day access and filing